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OFFICE OF TRAINING REGULATION NO. 20-5

13 December 1961

SUBJECT : PROMOTION RECOMMENDATIONS

REFERENCE : Promotion
OTR Regulation 20-4, OTR Promotion Panel

RESCISSION : OTR Regulation 20-5, dated 31 March 1954

1. GENERAL

This regulation establishes policies and procedures for initiating and transmitting recommendations for the promotion of personnel in the Office of Training.

2. POLICY

Recommendations will be initiated by the immediate supervisor of the employee proposed for promotion and will be forwarded through supervisory channels to the appropriate School or Staff Chief. School and Staff Chiefs will transmit promotion recommendations to the Personnel Officer, OTR, for submission to the OTR Promotion Panel and the Training Career Service Board in accordance with OTR Regulation 20-4. The formal recommendation will consist of two parts: a Biographic Profile and a Narrative Statement, each of which will be prepared in fourteen copies.

3. PROCEDURES

a. Biographic Profile

The recommending supervisor will ask the Personnel Officer, OTR, for the Biographic Profile of the candidate at least two weeks in advance of the scheduled meeting of the Panel or Board prescribed in OTR Regulation 20-4. The Personnel Branch will obtain the Biographic Profile from the Office of Personnel and will attach it to the Narrative Statement before submission to the Panel or Board.

b. Narrative Statement

The supervisor will prepare a Narrative Statement covering the following points:

- (1) Major duties and manner of performance.
- (2) Relation of the present position to other positions under the control of the supervisor.

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SECRET

OFFICE OF TRAINING REGULATION NO. 20-5

- (3) Comparison of the performance of the individual with that of other individuals who perform or who have performed comparable duties at the same grade under the supervisor.
- (4) Qualifications of the individual to perform the duties of the position for which he is being recommended.
- (5) Skill in supervision if the position is a supervisory one.
- (6) Other relevant considerations.

c. Review

(1) Narrative Statement

Narrative Statements will be processed through supervisory channels to the School or Staff Chief (or CDS) for submission to the Personnel Officer, OTR.

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(2) Signature

The original of the Narrative Statement will bear the signatures and comments of reviewing officials.

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MATTHEW BAIRD
Director of Training

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